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7 January 1972

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : Logging of Classified Materials

1. This memorandum reports the results of the writer's survey of logging procedures currently in use in DDI Headquarters components. The survey was conducted during the period 17-24 December 1971, and based on reports from DDI components as well as selected interviews with clerical personnel who do the logging.

2. With respect to different categories and levels of classification, survey results indicate the following:

Collateral Top Secret

This material is closely controlled. Logging is accomplished at TS Control Points. The logs reflect for each copy its movement to another control point or to a named individual and include the movement of items personally delivered by TS Control Officers.

Collateral Secret and Confidential

25X1 Although requires the logging of all Collateral material, the OS has granted an exception for that material received on initial dissemination from CRS. CRS maintains logs on registered or certified mail with emphasis on Secret and Confidential mail going outside the Agency to other agencies or to CIA components located outside the Headquarters Building.

The extent to which this material undergoes further logging by other DDI components varies. The OER and OCI Registries log all Confidential and Secret material (other than that from CRS). The OSR Registry logs this material on a "selective" or substantive basis. Some Divisions and Branches maintain tickler or substantive logs, but in general, do not log this material. The same is true within the DDI Staffs.

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SI/COMINT

All SI/COMINT material, regardless of classification, is handled the same way. Special series COMINT are handled on a controlled basis and registered to the specific individual who requires it. Documents in this category (hard copy or electrical) are logged only at the initial receiving point. Recipients within the Center do not keep logs.

T-KH Material

25X1 This material is most inconsistently logged within the Special Center. Its handling is governed by Special Center Notice [] which calls for each receipt point within the Center to keep a log of T-KH material received. The notice also states that T-KH materials may be routed within the receiving component without further logging. There is apparent misunderstanding of this notice on the part of individual offices, since some log at the initial point, some log at each receipt point down to the Branch level, and some do no logging at all.

Restricted Data

In general this material is logged in the same manner as TS.

25X1 [] Material

Although logging procedures differ from office to office, this material tends to be as closely controlled as collateral TS. In OER, [] material is logged in by the Control Officer and logged out to an individual recipient - usually the Director's office. The material is returned to the Control Officer for overnight storage. By contrast, in OSR, this material is logged down to the Branch level.

25X1

25X1 NATO, SEATO, CENTO, []

This material (at the Secret and TS level) is treated as Collateral TS and logged accordingly.

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Logs of Convenience

These logs are maintained by offices to show onrouting of documents and the action to be taken. Offices also tend to maintain logs to show the receipt of EXDISS and action cables received or sent by themselves.

OER maintains a log of all State cables received in order to route corrections of these cables to the proper component. Two full time cable readers are assigned to this task in the OER Registry. OSR and OCI accept cable secretariate reading of cables down to the Division level.

3. In summary, logging practices within the Directorate vary both with regard to what is logged and to what organizational level the logging is maintained. The greatest variance appears in the treatment of T-KH. Although [] and Special Security Notice [] were most often quoted as the authorities for log maintenance, it appears that tradition and self-protection play a major role in generating log controls.

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Security Officer, DDI